1) Approval of the Minutes of January 30, 2008

ACTION: Minutes approved.

2) Los Angeles Convention Center – Deferred from January 30, 2008

March 21, 2007 report requesting write-off of uncollectible accounts receivables accrued interest totaling $3,709.78 representing invoice amounts less than $1,000.00.

Board Request: Documentation and clarification of invoice amounts.

ACTION: Documentation and clarification of invoice amounts were accepted by the Board. Write-off approved for $1,998.85 of invoices under $1,000 and the Board unanimously agreed to send invoice for $1,711.28 to the City Council for approval of write-off.

3) Department of Building and Safety

a. October 22, 2007 report requesting write-off of uncollectible accounts receivables totaling $32,081.75 representing invoice amounts less than $1,000.00. (Deferred from January 30, 2008 – no representative)

b. March 14, 2008 report requesting write-off of uncollectible delinquent accounts receivables totaling $909.64 representing invoice amounts less than $1,000.00.

4) **Environmental Affairs Department – Deferred from January 30, 2008**

July 23, 2007 report requesting authority to remove from the Department’s active accounts receivable, 14 invoices totaling $23,332.60 for uncollectible undefined fees, including penalties of $18,048.25.

**Board Request:** Documentation and clarification of invoice amounts.

**ACTION:** Documentation and clarification of invoice amounts were accepted by the Board. Write-off approved for invoices totaling $23,332.50, including penalties of $18,048.25.

5) **Department of General Services**

February 28, 2008 report requesting write-off of uncollectible accounts receivables totaling $4,352.54 of which $3,231.54 represents invoice amounts less than $1,000.00.

**ACTION:** Write-off approved for $3,231.54 for invoices under $1,000 and the Board unanimously agreed to send invoice for $1121.00 to the City Council for approval of write-off.

6) **Los Angeles Zoo**

March 27, 2008 report requesting write-off of uncollectible account receivable totaling $588.66 representing invoice amount less than $1,000.00.

**ACTION:** Write-off approved.

7) **Public Comments - NONE**

8) **Next Meeting**

Next scheduled meeting of the Board of Review will be held on Wednesday, July 31, 2008 at 9:00 a.m.

9) **Adjournment – 10:25 a.m.**